



BRANCH CHIEF, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

Class Code: 0011 - Exam Code: 6FA28

Opening Date:	07/22/16
Closing Date:	08/12/16
Type of Examination:	Departmental Promotional
Salary:	\$6600.00 – \$8242.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Sacramento

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

This is a Departmental promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or

WHO CAN APPLY , CONTINUED

4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability or honorably discharged from active duty as defined in Government Code § 18991; or
5. Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, August 12, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- All applications must include “to” and “from” dates (month/day/year) and time base.
Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Suzanne Conrad**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: **Friday, August 12, 2016.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

All applications must be received by the **Final Filing Date, Friday, August 12, 2016.** Mailed applications must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in September or October 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE, OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental "Promotional" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Either I

One year of experience in the California Department of Food and Agriculture performing the duties of a class equivalent in level and responsibility not less than that of an Agriculture Program Supervisor III.

or

Two years of experience in the California Department of Food and Agriculture performing the duties of a class equivalent in level and responsibility not less than that of an Agriculture Program Supervisor II.

or

BRANCH CHIEF, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE BRD: 07/22/2016
MINIMUM QUALIFICATIONS, CONTINUED

Three years of experience in the California Department of Food and Agriculture performing the duties of a class equivalent in level and responsibility not less than that of an Agriculture Program Supervisor I, Regional Brand Supervisor, or Measurement Standards Specialist III.

Or II

Experience: Five years of increasingly responsible professional experience in the food and agriculture industry, at least one year of which shall have been in a supervisory capacity. (Experience in the California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility not less than that of an Agriculture Program Supervisor III.) (Possession of a Doctorate Degree in biology or a closely related science may be substituted for three years of the required nonsupervisory experience.)

And

Education: Equivalent to graduation from college with a Bachelor's Degree in Business Administration, Public Administration, Marketing, Agricultural Economics, Criminal Justice, Law Enforcement, Police Science, Administration of Justice, Criminology, Animal Science, a Biological or Physical Science, Chemistry, Chemical Engineering, or a closely related discipline. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under administrative direction, incumbents are responsible for the direction of specialized food and agriculture programs necessary to meet the California Department of Food and Agriculture's responsibility to promote and protect the public health and safety, quality of food and agriculture products, and fair competition in the marketplace. The program areas directed ensure that only safe and quality food reaches the consumer, protect against invasion of exotic pests and diseases, promote California agriculture and food products both at home and abroad, ensure an equitable and orderly marketplace for California's agricultural products, and build coalitions supporting the state's agricultural infrastructure to meet evolving industry needs.

Incumbents in this class are responsible for a fully developed program of major sensitivity and complexity, and may be required to have expertise and education in a specific technical or scientific field to successfully perform the essential functions of the classification.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL AND TECHNICAL COMPETENCIES

LEADERSHIP COMPETENCIES (LC)

The State of California Leadership Competency Model provides examples of the successful managerial behaviors associated with each defined competency. These competencies are the basis for a number of personnel management practices including, but not limited to, the development of selection methods, training, individual development plans, and performance management.

The following are the applicable general managerial competencies for the Branch Chief, California Department of Food and Agriculture classification.

Leadership Competencies (LC)

- LC1 Fostering a Team Communication
- LC2 Interpersonal Skills
- LC3 Team Environment Leadership
- LC4 Conflict Management
- LC5 Creating Change Leadership
- LC6 Vision and Strategic Thinking
- LC7 Organizational Flexibility
- LC8 Global Perspective
- LC9 Organizational Transformation Awareness
- LC10 Maximizing Analytical Thinking
- LC11 Decision Making
- LC12 Customer Performance Focus
- LC13 Planning and Organizing
- LC14 Thoroughness Transformation Forward Thinking
- LC15 Results Orientation
- LC16 Building Trust and Ethics and Integrity
- LC17 Personal Credibility Accountability
- LC18 Promoting a High Fostering Diversity
- LC19 Workforce Management
- LC20 Performance Culture Developing Others
- LC21 Building Coalitions Influencing Others
- LC22 Relationship Building

CLASSIFICATION SPECIFIC COMPETENCIES (CSC)

Creative Thinking

- CSC1 The ability to look at situations from multiple perspectives
- CSC2 To create solutions to problems using novel methods and processes
- CSC3 The tendency or ability of individuals to do or create something new

Diagnostic Information Gathering

- CSC 4 The ability to identify the information needed to clarify a situation and draw out the information when others are reluctant to disclose it

Empowering Others

CSC5 The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks

CSC6 Share significant responsibility and authority

CSC7 Allow employees' freedom to decide how they will accomplish their goals and resolve issues

Professional and Personal Development

CSC8 The commitment to improve one's technical and personal growth

Resource Management

CSC9 Ensure the effective, efficient, and sustainable use of public service resources and assets, human and financial resources, real property, and business information

TECHNICAL COMPETENCIES (TC)

Administration

Knowledge of:

TC3 Project management methodologies and principles

TC4 Principles and practices of organization, administration, personnel, and budget management

Ability to:

TC1 Apply administrative procedures required in the enforcement of laws and rules

TC2 Apply Federal, State, Department, Division, and Branch policies and procedures to Branch operations

Contracting/Procurement

Knowledge of:

TC5 Various types of contracts, techniques for contracting or procurement, contract negotiation and administration, and contract management in order to effectively obtain written documentation and to ensure the delivery of products or services

Financial Management

Knowledge of:

TC6 State budget

Ability to:

TC7 Prepare, justify, and/or administer the budget for program areas

TC8 Plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies

TC9 Assess an organization's financial condition

Legal, Government and Jurisprudence

Knowledge of:

TC10 Laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process

TC11 Rules of evidence and techniques for testifying as an expert witness and ability to provide expert testimony

TC12 Ability to develop, analyze, and present legislative and regulatory proposals

Scientific

Knowledge of:

TC13 Relevant scientific and technical terms and principles relevant to and applicable to program success

TC14 Basic principles of plant, plant pest, agriculture, wildlife, and other natural resource research

Scientific, Continued

Knowledge of:

TC15 Principles of ecology, statistical methods, and scientific research and methodology

TC16 Land use practices with regard to their general effect on agriculture, natural resources, and the environment

TC17 State and Federal environmental rules, regulations, and requirements

TC18 Effects of chemicals and/or pests on human health, natural resources, and the environment

Ability to:

TC19 Collect, analyze, review, check, interpret, and evaluate scientific, environmental, and technical data, report and reach sound conclusions, and prepare clear, complete, and technically accurate reports

Technology

Knowledge of:

TC20 Current and developing technology and trends relevant to the Branch and program areas

SPECIAL PERSONAL CHARACTERISTICS

Positions overseeing a dairy program within the Division of Animal Health and Food Safety Services require the possession of a Registered Dairy Inspector Certificate.

ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred education for positions overseeing a scientific or technical agricultural program may include an advanced degree (Master's or Doctorate) in microbiology, food science, a biological or physical science, chemistry, environmental health, or a closely related discipline.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' preference **will not** be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:
The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922